



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning



Village Council
Mayra P. Lindsay, *Mayor*
Franklin H. Caplan, *Vice Mayor*
Luis F. de la Cruz
Theodore Holloway
Michael E. Kelly
Edward London
James S. Taintor

Director
Jud Kurlancheek, AICP

Chief Building Official
Eugenio M. Santiago, P.E., CFM

MONTHLY REPORT SUMMARY FOR OCTOBER 2015

A. CUSTOMER SERVICE

Total number of BZP Customers for October 2015 was 1,278 for an average of 79.9 per day, compared to a general monthly average of 74.3 per day, 7.5% higher than the monthly average. 15,092 customers have been assisted by staff in the past 12 months.

B. BUILDING, ZONING & PLANNING DEPARTMENT REVENUE

| | | |
|------------------------------|-----------------------------|-----------------------------|
| October 2015...\$280,655.26* | October 2014...\$268,082.46 | October 2013...\$289,277.74 |
| October 2012...\$370,367.01 | October 2011...\$157,832.98 | |

Summary: Total Department Revenue for October 2015 was the third highest of any October for the past five years, 2.7% higher than the five year average of \$273,243.09.

*Includes \$10,577.26 in Building Permit fees for 350 Ocean Drive.

BUILDING PERMIT REVENUE

| | | |
|------------------------------|-----------------------------|-----------------------------|
| October 2015...\$165,589.32* | October 2014...\$204,092.46 | October 2013...\$184,504.76 |
| October 2012...\$253,919.66 | October 2011...\$107,902.48 | |

Summary: Building Permit Revenue for October 2015 was the fourth highest of any October for the past five years, 9.6% lower than the five year average of \$183,201.74.

*Includes \$10,577.26 in Building Permit fees for 350 Ocean Drive.

C. DEPARTMENT ACTIVITY

PERMIT & INSPECTION DATA

October 2015 Building Permits totaled 237, 19.9% lower than the 12-month average of 295.7. Inspections totaled 1,060, 2.1% lower than the 12-month average of 1,083. Demolition Permits totaled 2 in October 2015 compared to 2 in October 2014. 2 Tree Removal Permits were issued in October 2015. 57 Single Family Residences were in the construction process (permitted and not yet in receipt of a Certificate of Occupancy), and 0 Building Permits were issued for new Single Family Residential construction.

OPEN PERMIT AND LIEN SEARCHES, CONCURRENCY REVIEWS AND SPECIAL EVENT PERMITS

October 2015 Open Permit and Lien Searches totaled 50, 1% lower than the 12-month average. Special Event Permits totaled 5, higher than the monthly average by 1 or 25%.

LOCAL BUSINESS TAX RECEIPTS

October 2015...863 receipts issued
October 2013...839 receipts issued
October 2011...818 receipts issued

October 2014...836 receipts issued
October 2012...753 receipts issued

Summary: Total Business Tax Receipts for October 2015 were the highest of any October for the past five years, 19.9% higher than the five year average of 821.8.

D. CODE ENFORCEMENT

October 2015...21 complaints resolved
October 2013...32 complaints resolved
October 2011...36 complaints resolved

October 2014...20 complaints resolved
October 2012...57 complaints resolved

Summary: Total Code Enforcement complaints resolved for October 2015 were the fourth highest of any October for the past five years, 36.7% lower than the five year average of 33.2. Special Master heard 0 cases in October 2015 as compared to 0 cases in October 2014.



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

Village Council
Mayra P. Lindsay, *Mayor*
Franklin H. Caplan, *Vice Mayor*
Luis E. de la Cruz
Theodore Holloway
Michael E. Kelly
Edward London
James S. Taintor

DATE: November 10, 2015

Director
Jud Kurlancheek, AICP

TO: John C. Gilbert, Village Manager

Chief Building Official
Eugenio M. Santiago, P.E., CFM

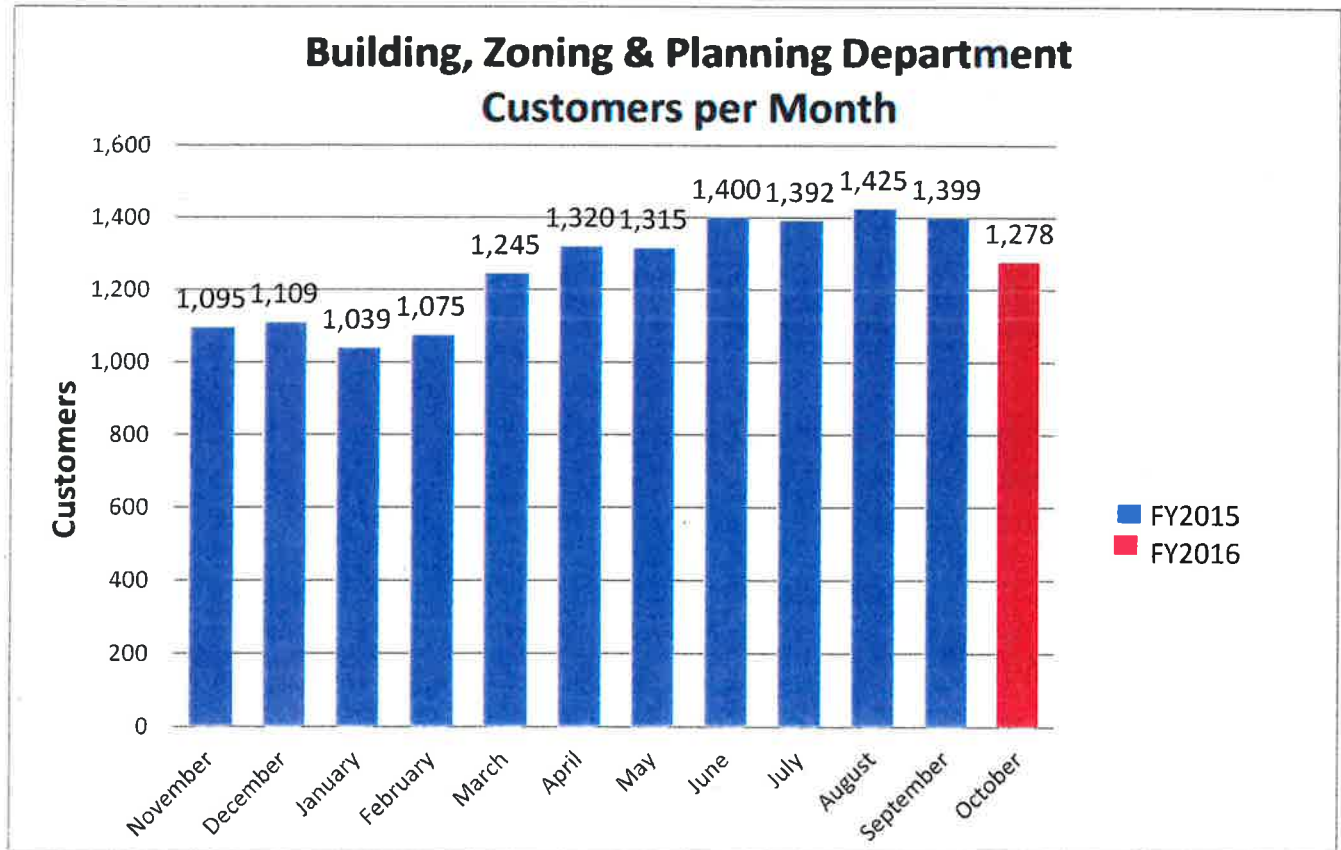
FROM: Jud Kurlancheek, AICP, Director

RE: Monthly Report - October 2015

for SK

I. Building, Zoning, & Planning Department

A. CUSTOMER SERVICE



In October 2015, 1,278 customers visited the BZP Department for an average of 79.9 per day.

During the past 12 months, an average of 1,257.7 customers per month visited the Building, Zoning & Planning Department. The average customer count per day over the 12 month period has been 74.3. 15,092 customers have been assisted by staff in the past year.

B. BUILDING, ZONING & PLANNING DEPARTMENT REVENUE

The October 1 - 31, 2015, Building Department revenue is reported below. The following figures reflect income deposited by the Department and may not reflect all income posted for the month, subject to final reconciliation by the Village of Key Biscayne Finance Department.

Building Division:

| | | |
|----|-----------------|---|
| \$ | 162,214.99 | Building Permit Fees (Includes \$10,577.26 in Building Permit fees for 350 Ocean Drive) |
| \$ | - | Certificates Of Completion & Occupancy |
| \$ | 2,475.00 | Lien Letters & Research Fees |
| \$ | <u>5,650.00</u> | Building Code Violation Fines |
| \$ | 170,339.99 | |

Planning Division & Zoning Division:

| | | |
|----|----------|--------------------------------|
| \$ | 3,374.33 | Zoning & Site Plan Review Fees |
| \$ | - | Zoning Code Violation Fines |
| \$ | <u>-</u> | Planning & Zoning Hearing Fees |
| \$ | 3,374.33 | |

Local Business Tax Receipts & Certificates of Use:

| | |
|----|------------|
| \$ | 106,890.94 |
|----|------------|

Property Maintenance Violations Fines:

| | |
|----|-------|
| \$ | 50.00 |
|----|-------|

| | | |
|----|-------------------|--|
| \$ | 280,655.26 | Total Department Fees Collected |
| \$ | <u>2,045.40</u> | County Business Tax Receipt Fees Collected |
| \$ | 282,700.66 | Total Fees Collected |

| | |
|---------------------|---------------------|
| FY16 Revenue | \$280,655.26 |
|---------------------|---------------------|

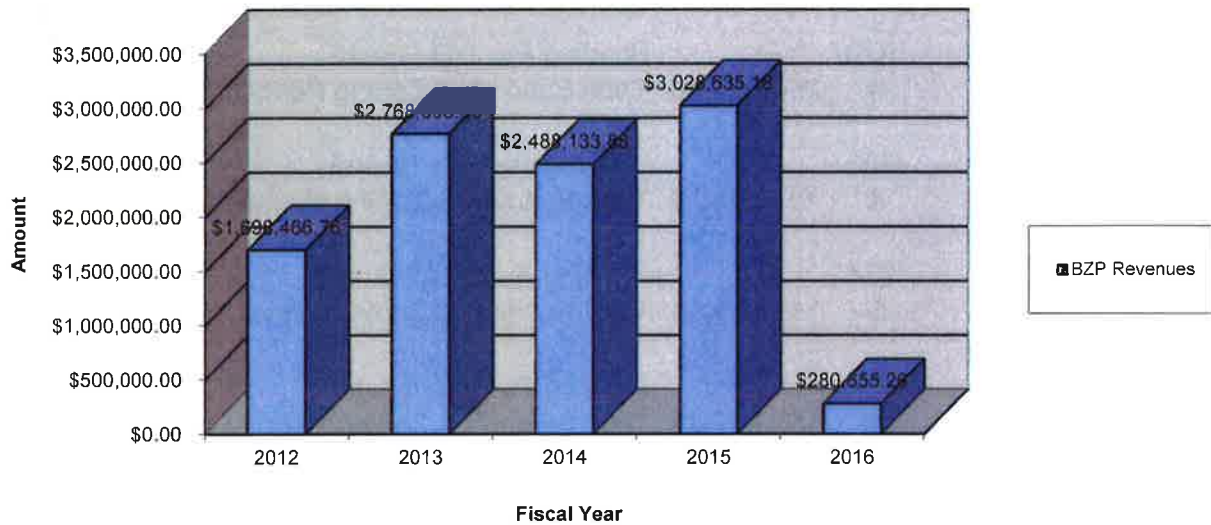
**C. BUILDING PERMIT RECAPITULATION (INCLUDING ZONING & SITE PLAN
PROCESS FEES ASSOCIATED WITH BUILDING PERMITS)**

| | | |
|---------------|---------------|-------------------------------------|
| October 2015: | 237 | Building Permits Issued |
| | \$ 165,589.32 | Total Building & Zoning Permit Fees |
| October 2014: | 373 | Building Permits Issued |
| | \$ 204,092.46 | Total Building & Zoning Permit Fees |
| October 2013: | 353 | Building Permits Issued |
| | \$ 184,504.76 | Total Building & Zoning Permit Fees |
| October 2012: | 374 | Building Permits Issued |
| | \$ 253,919.66 | Total Building & Zoning Permit Fees |
| October 2011: | 264 | Building Permits Issued |
| | \$ 107,902.48 | Total Building & Zoning Permit Fees |

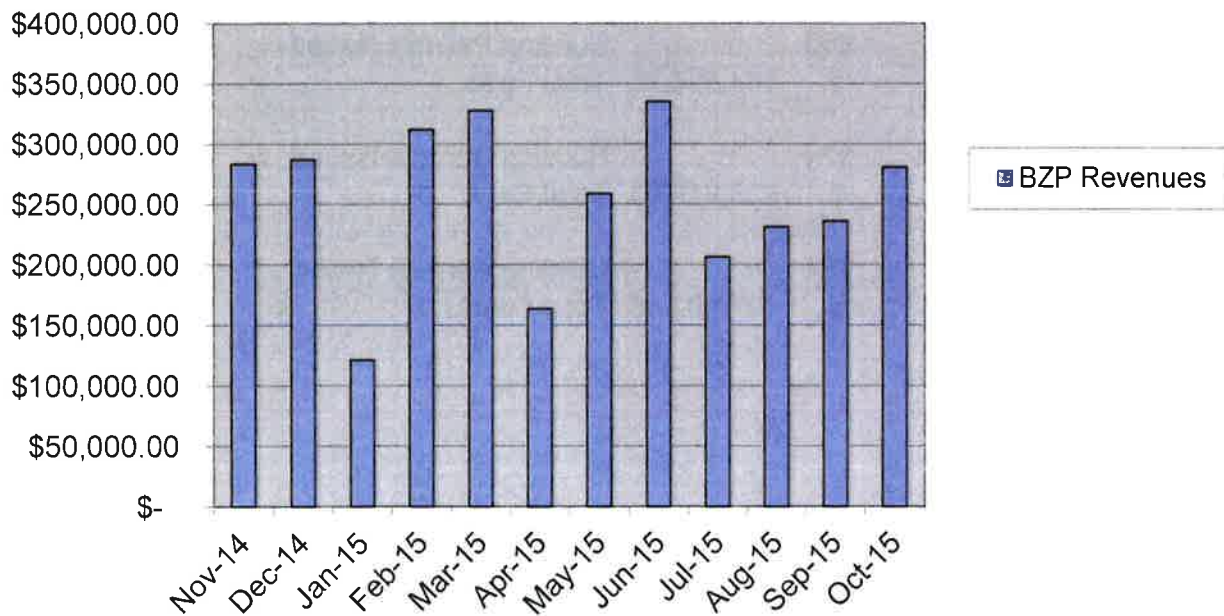
Fiscal Year:

| | | |
|--------------------|---------------|-------------------------|
| 2016 Year to Date: | 237 | Building Permits Issued |
| | \$ 165,589.32 | Total Fees |
| 2015 Year to Date: | 373 | Building Permits Issued |
| | \$ 204,092.46 | Total Fees |
| 2014 Year to Date: | 353 | Building Permits Issued |
| | \$ 184,504.76 | Total Fees |
| 2013 Year to Date: | 374 | Building Permits Issued |
| | \$ 253,919.66 | Total Fees |
| 2012 Year to Date: | 264 | Building Permits Issued |
| | \$ 107,902.48 | Total Fees |

Building, Zoning, and Planning Revenues - Past Fiscal Years vs. Current FYTD



Monthly BZP Revenues



D. SUMMARY OF BUILDING DEPARTMENT ACTIVITY

79.9 Building, Zoning & Planning customers per day (1,278 customers, 16 days)

237 Building Permits Issued (0 were issued for new Single Family Residential)

57 New Single Family Residences -

(Permitted but not yet having Certificates of Occupancy)

2 Demolition Permits Issued

2 Tree Removal Permits Issued

1,060 Inspections Performed

0 Certificates of Occupancy Issued

2 Certificates of Completion Issued

16 Certificates of Use

863 Business Tax Receipts (44 new, 819 re-newed, 55 closed)

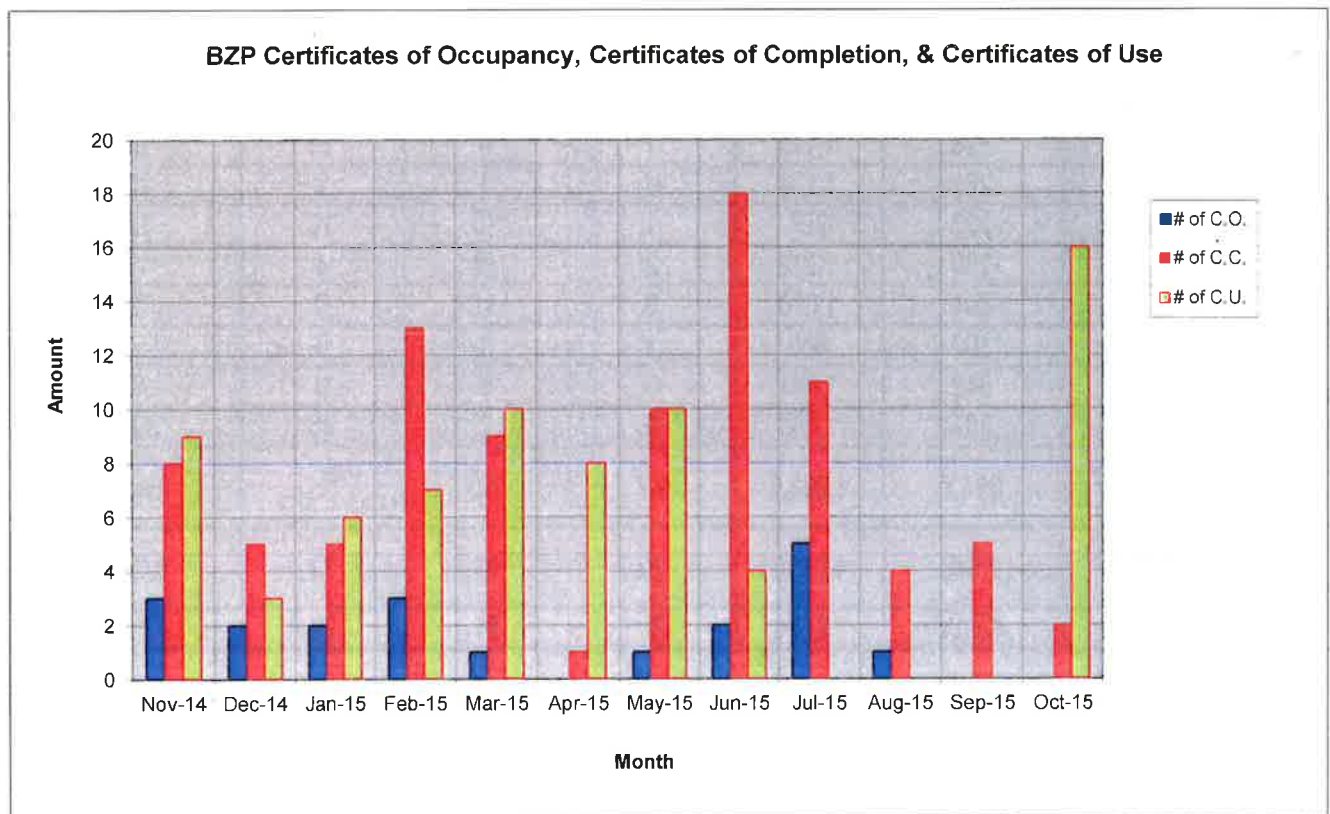
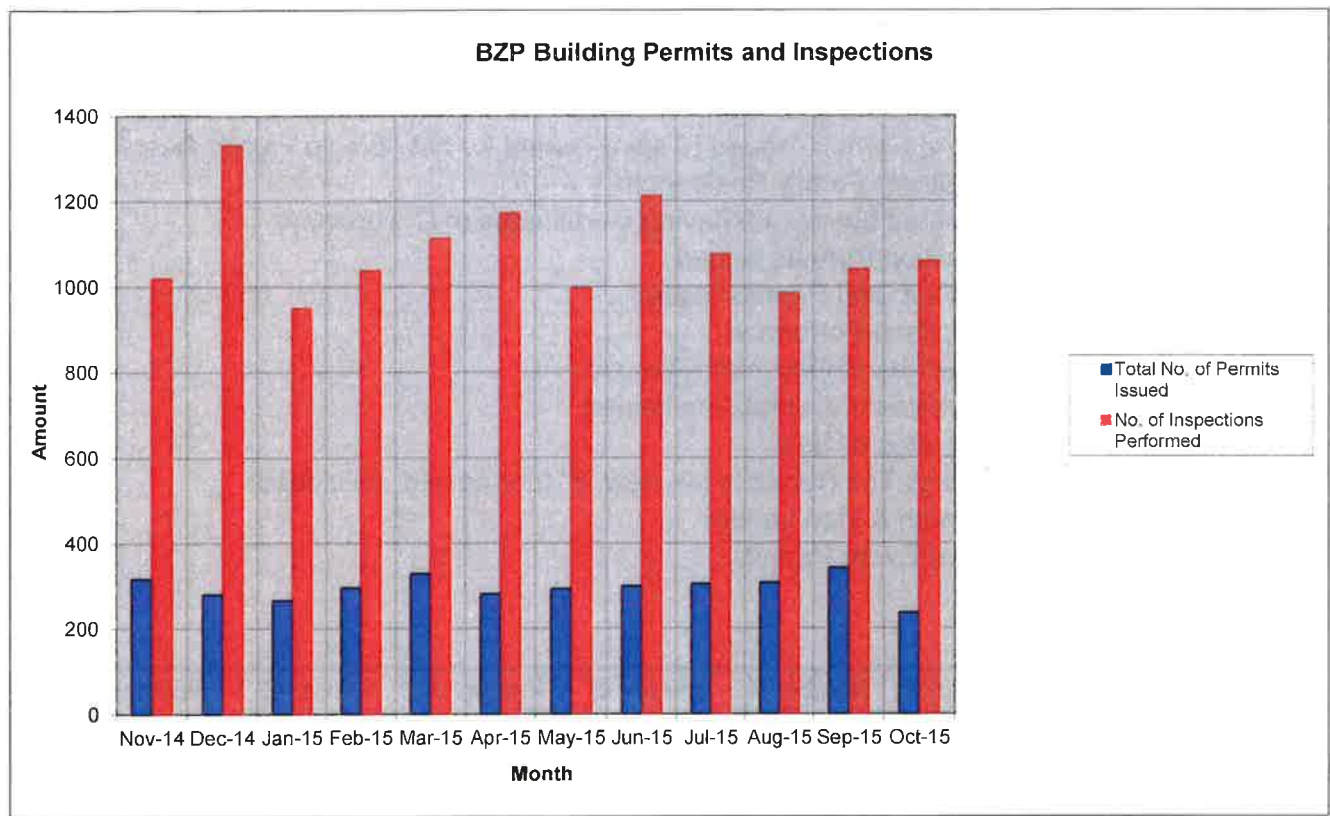
50 Research & Lien Letters

5 Special Event Permits

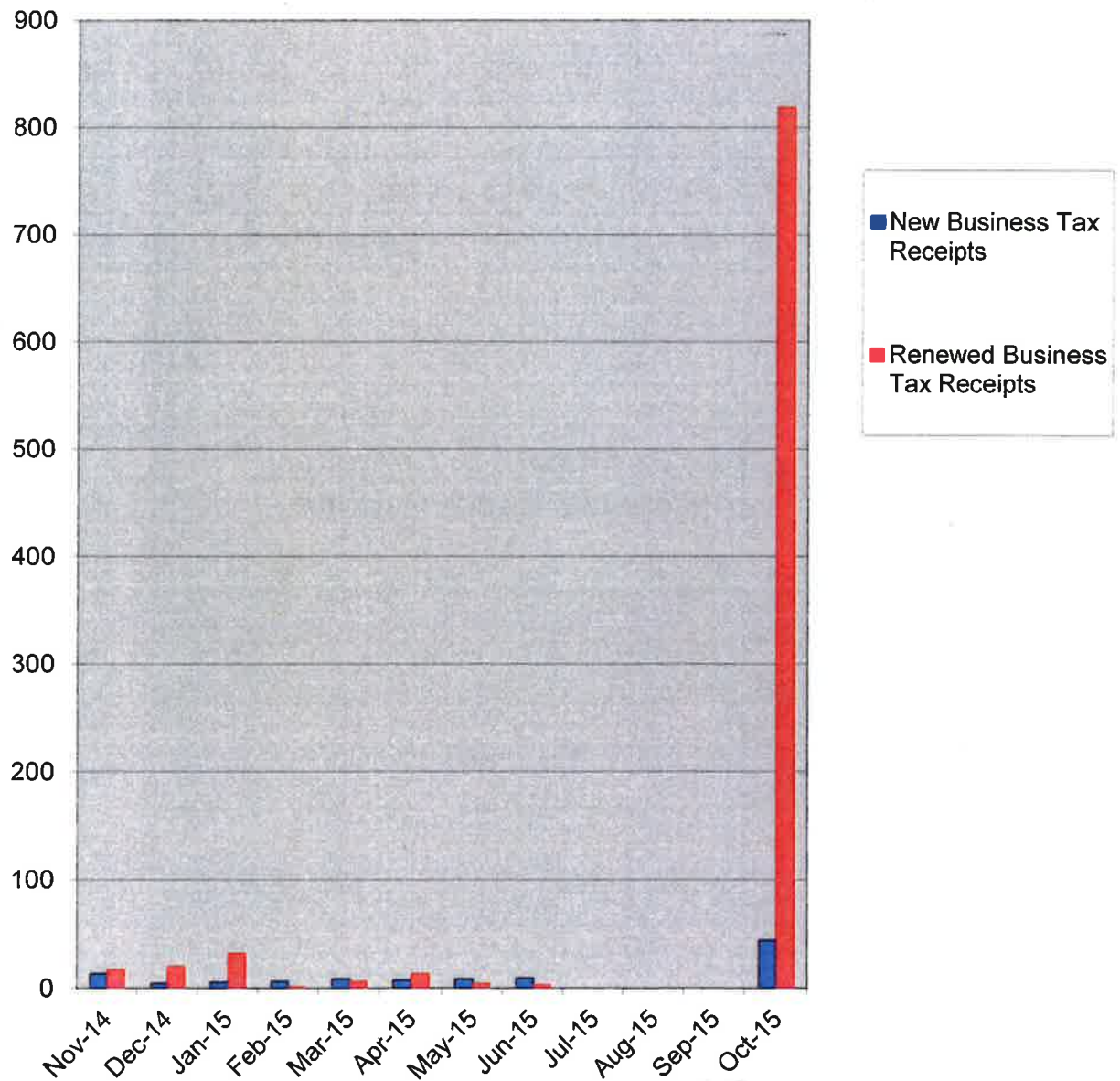
Permit Data

| | Total Number of Permits Issued | Number of Inspections Performed | Number of C.O.'s Issued | Number of C.C.'s Issued | Number of C.U.'s Issued | Number of Business Tax Receipts Issued |
|----------------------------|--------------------------------------|---------------------------------------|----------------------------|----------------------------|----------------------------|--|
| Nov-14 | 316 | 1,020 | 3 | 8 | 9 | 30 |
| Dec-14 | 280 | 1,331 | 2 | 5 | 3 | 24 |
| Jan-15 | 266 | 950 | 2 | 5 | 6 | 37 |
| Feb-15 | 295 | 1,038 | 3 | 13 | 7 | 7 |
| Mar-15 | 328 | 1,113 | 1 | 9 | 10 | 14 |
| Apr-15 | 281 | 1,173 | 0 | 1 | 8 | 20 |
| May-15 | 293 | 997 | 1 | 10 | 10 | 12 |
| Jun-15 | 299 | 1,212 | 2 | 18 | 4 | 12 |
| Jul-15 | 304 | 1,076 | 5 | 11 | 0 | 0 |
| Aug-15 | 307 | 985 | 1 | 4 | 0 | 0 |
| Sep-15 | 342 | 1,041 | 0 | 5 | 0 | 0 |
| Oct-15 | 237 | 1,060 | 0 | 2 | 16 | 863 |
| Monthly Average | 295.7 | 1,083.0 | 1.7 | 7.6 | 6.1 | 84.9 |
| 12 Month Total | 3,548 | 12,996 | 20 | 91 | 73 | 1,019 |
| FYTD | 3,548 | 12,996 | 20 | 91 | 73 | 1,019 |

C.O. = Certificate of Occupancy, C.C. = Certificate of Completion, C.U. = Certificate of Use



Business Tax Receipts Issued

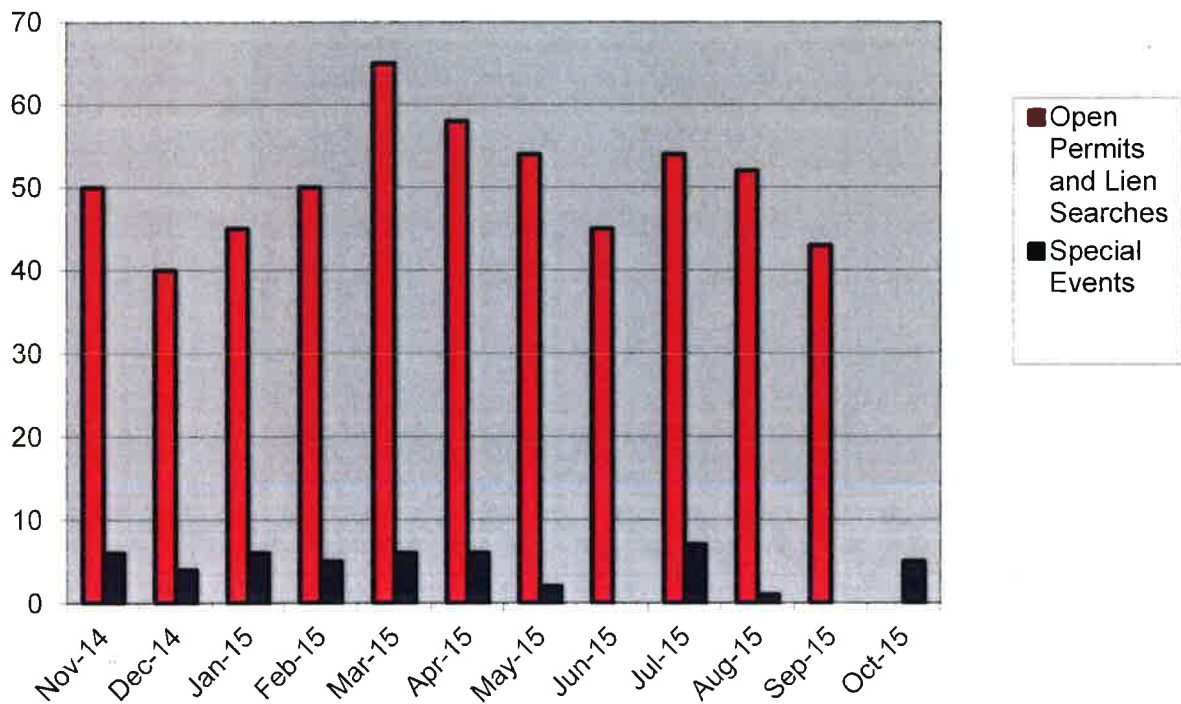


NOTE: October is the renewal month for Business Tax Receipts

Open Permit and Lien Searches, Special Event Permits

| | Number of Open Permit and Lien Searches | Number of Special Event Permits |
|----------------------------|--|------------------------------------|
| Nov-14 | 50 | 6 |
| Dec-14 | 40 | 4 |
| Jan-15 | 45 | 6 |
| Feb-15 | 50 | 5 |
| Mar-15 | 65 | 6 |
| Apr-15 | 58 | 6 |
| May-15 | 54 | 2 |
| Jun-15 | 45 | 0 |
| Jul-15 | 54 | 7 |
| Aug-15 | 52 | 1 |
| Sep-15 | 43 | 0 |
| Oct-15 | 50 | 5 |
| Monthly Average | 50.5 | 4.0 |
| 12 Month Total | 606 | 48 |
| FYTD | 606 | 48 |

Open Permits/Lien Searches and Special Event Permits



E. Code Enforcement Violations

Total Code Enforcement Inspections Conducted

195

The following is a summary of the events that followed:

- 37 Complaints Received
- 19 Open Cases
- 21 Closed Cases
- 41 Warning of Violation Notices Issued
 - 1 Civil Violation Notices Issued
 - 1 Stop Work Orders Issued
 - 0 Notice to Appear Before the Special Master Issued
 - 0 Cases Heard Before Special Masters Hearing

Business Tax Receipts (Occupational Liscences)

1048 Total Business Tax Receipts

The following is a summary of the activities that followed:

- 993 Business Tax Receipts Issued (44 New, 819 Re-newed, 55 closed)
- 130 Business Tax Receipts Outstanding
 - 0 Civil Warning Notices Issued
 - 0 Civil Violation Notices Issued
 - 0 Notice to Appear Before the Special Master Issued
 - 0 Cases Heard at Special Masters Hearing
 - 8 Certificate of Use Inspections
 - 16 Certificate of Use

Building, Zoning & Planning Monthly Report

November 10, 2015

Page 10 of 11

CODE ENFORCEMENT ACTIVITY

| | Complaints | Open Cases | Closed Cases | Warning Violation Notices Issued | Civil Violation Notices Issued | Stop Work Orders Issued | Notice to Appear Before the Special Master Issued | Cases Heard Before Special Magistrate |
|----------------------------|------------|------------|--------------|--|-----------------------------------|----------------------------|--|---|
| Nov-14 | 15 | 25 | 22 | 40 | 2 | 2 | 0 | 0 |
| Dec-14 | 25 | 19 | 20 | 41 | 3 | 3 | 4 | 0 |
| Jan-15 | 37 | 26 | 24 | 39 | 2 | 2 | 0 | 0 |
| Feb-15 | 21 | 20 | 18 | 37 | 2 | 2 | 2 | 0 |
| Mar-15 | 23 | 19 | 21 | 45 | 1 | 1 | 0 | 0 |
| Apr-15 | 18 | 41 | 50 | 59 | 11 | 10 | 0 | 0 |
| May-15 | 19 | 32 | 29 | 57 | 2 | 2 | 0 | 0 |
| Jun-15 | 18 | 20 | 17 | 22 | 2 | 1 | 0 | 0 |
| Jul-15 | 14 | 17 | 19 | 29 | 1 | 1 | 0 | 0 |
| Aug-15 | 17 | 19 | 21 | 27 | 1 | 1 | 4 | 0 |
| Sep-15 | 23 | 15 | 16 | 35 | 1 | 1 | 0 | 4 |
| Oct-15 | 37 | 19 | 21 | 41 | 1 | 1 | 0 | 0 |
| Monthly Average | 22.3 | 22.7 | 23.2 | 39.3 | 2.4 | 2.3 | 0.8 | 0.3 |
| 12 Month Total | 267 | 272 | 278 | 472 | 29 | 27 | 10 | 4 |
| FYTD | 267 | 272 | 278 | 472 | 29 | 27 | 10 | 4 |

